CHAPTER IV.

Receipt of Indents and their compliance.

73. *Maintaining an even flow of work.*—In order to ensure an even flow of work in the stationery office, different dates for different departments of Government have been fixed by the stationery office on which officers should submit their indents for stationery, etc., to the stationery office.

74. *Supply of indent form.*—One month before the date fixed for the receipt of the indents, one printed form of annual indent for stationery is sent by the stationery office by post to the various officers of the departments concerned. This form shall be treated by the indenting officer as his annual indent for stationery requirements for next year and shall be filled in as required in paragraph 86 of this chapter.

75. *Allotment of numbers.*—Registered numbers are allotted to each of the officers and these numbers are to run throughout the supply year for references pertaining to correspondence in respect of the indent. On receipt of the indents in the stationery office, they are registered in the indent register against the relative numbers allotted.

76. *Passing of indents and preparation of distribution lists.*—Indents on being registered are checked in the indent section with the sanctioned model indent as to the quantity and quality of each article indented for and are passed for compliance by the Assistant Superintendent. With a view to reduce the work in the Stores Branch, about 12 to 14 annual indents are consolidated in respect of the quantity indented for under each article in a separate form of " Distributon List ". The quantity of each article thus noted against the several indents is checked and totalled up and the running number of the distribution list is entered on the indent in the space provided for on the last page of the indent. The number on the distribution list is then noted by the indent section in a delivery book and this distribution list together with the relative indents is made over to the storekeeper for taking out the supplies in a lump quantity from the godowns for retail distribution in the packing room to the extent of the quantity passed for compliance on each indent.

77. *Bin Cards.*—As soon as the total quantity of an article as per the particular distribution list or the individual indent if separately attended to, is drawn by the storekeeper, he shall enter the quantity direct on to the issue bin cards maintained for each article and kept in card-holder. The idea underlying this procedure is to minimise omissions of noting down any supplies drawn from the godown, and check the stocks immediately at a glance.

78. *Distribution and packing.*—After a correct distribution is made according to the quantity passed on for compliance on each indent, each packer in the stores branch is allotted a certain number of indents for

packing. He should count, wrap up each loose article carefully in a bundle, keep such bundles in boxes or bales according to the quantity and size of the article and prepare a content slip to be kept on the top of the box or bale underneath the opening lid for ready reference. Boxes are nailed down by the office carpenters and wired on and bales of papers, etc., made up in the stationery stores are sewn with gunny and wired on before being weighed and removed for booking. The total number of packages (either bales, boxes, parcels, etc.) thus packed for each indent is entered by the packer on the last page of the indent form in the space provided and each package is correctly addressed as per instructions furnished in the indent.

79. *Despatch of stores.*—Relative credit notes and other despatch papers are prepared and handed over with the packages to the Store despatch clerk for onward transmission to destinations. The despatch clerk notes in his register the total number of packages (in bales, boxes or parcels as the case may be) and arranges for the removal of the packages, the distribution lists or the individual indents being made over to the account branch of the office for ledgering in the stock ledger. The despatch clerk of the stores branch, on receipt of the railway or steamer receipts, sends them by post along with the original indent, the former to enable the indenting officer to take delivery of the packages in time and the latter for checking the supplies made by the Stationery office. The original indent is returned to the stationery office duly signed as an acknowledgment for audit purposes. No fresh receipt vouchers are made out and forwarded to the indenting officers. This method saves a considerable clerical labour in the stationery office and reduces possibilities of omissions likely to occur in the preparation of such receipts. The stores despatch clerk enters the date of despatch in his register and carefully watches the return of the receipts (original indents). The date of return of the original indent by the indenting officer is noted by the despatch clerk in the column provided in his register and transfers the indent to the indent section of the Supply Branch either for filing or for ascertaining whether any items remain due on the indent and for arranging for their supply. Discrepancies of any nature that may be found in such receipts or which may have been reported by the indenting officers shall be brought to the notice of the Assistant Superintendent for necessary orders.

80. *Hammallage work and removal of stores.*—Loading and unloading of packages in the stationery office is done by the office hamals and inward and onward transmission of all stores is carried on through the office lorry maintained for the purpose.

81. *Articles not required and unserviceable.*—No article supplied from the stationery office shall ordinarily be returned to the stationery office unless previous permission is obtained from the Superintendent, Government Printing and Stationery. When an indenting officer finds that any article supplied by the stationery office has not been used or is not likely to be used for the purpose for which it was obtained or is likely to

deteriorate before coming into use, he shall, without delay, report to the Superintendent, Government Printing and Stationery, the date when and the circumstances in which the article was indented for, and the Superintendent, Government Printing and Stationery, shall pass such orders as he deems fit in the matter.

82. *Damaged or missing articles.*—When any article of stationery becomes damaged or is found missing, the officer to whom it was supplied on indent shall endeavour to trace the cause of damage or loss and report the fact to the head of the department whose duty it will be to investigate the matter, recover the value of the article if the loss or damage was due to carelessness or neglect of rules, or write the value off the accounts if irrecoverable.

83. *Exchange of articles.*—Exchange of stationery articles once supplied is forbidden and requisitions from officers for such exchange shall not be considered unless—

(*i*) the articles proposed to be returned for exchange were issued from the stationery office for use during the year in which the application is made;

(*ii*) they have not deteriorated since issue; and

(*iii*) there are special grounds for the exchange which should be stated.

84. *Disposal of supplies made to temporary offices.*—When articles have been supplied from the stationery office to temporary establishments, the officer to whom they were supplied shall, before the completion of the work, forward proposals to the Superintendent, Government Printing and Stationery, for the disposal of the articles, and the Superintendent shall issue such instructions as may be necessary. Special attention shall be given to articles issued on a fixed scale and at stated periods and those of long duration and also to cyclostyle machines, duplicators, typewriters, for the disposal of which the instructions of the Superintendent of Government Printing and Stationery shall be obtained.

85. *Custody of stock by the indenting officers.*—Stores received from the stationery office shall be properly arranged by the indenting officer and placed in the custody of a responsible officer. Supplies from stock should be made by one clerk, only on requisitions signed by heads of sections, who should see that there is no misuse of Government stationery.

86. *How stocks to be accounted for.*—The introduction of the stationery office revised annual indent form and advice note dispenses with the procedure of maintaining such accounts separately in the standard form No. Genl. 157e. The revised form serves two-fold purpose—(1) maintenance of regular account of receipts and issues of articles, and (2) preparation of the indent and advice note (receipt) for the stock required annually. One copy of this revised form will suffice for a full complete year. The balance on hand and the quantity of each article received

from the stationery office on the annual indents and on subsequent supplementary indents during the course of the year should be shown under " receipt " on lines 1, 2 and 3 respectively and the total quantity of monthly retail issues made to the office establishment noted under " issues " month by month on the twelve lines provided therein. The balances should be struck off after deducting the total of issues made to office establishment during the year from the total receipts and with due reference to the quantity sanctioned in the model indent and the quantity actually in stock as denoted on page 2 of the indent form, the quantity required afresh should be noted and the form returned to the stationery office to be treated as fresh indent for future supplies. Immediately after the despatch or delivery of the supplies by the stationery office, this original indent shall be forwarded to the indenting officer to be signed by him on the last page no. 24 and returned to the stationery office as a receipt and acknowledgment for the supplies received.

87. *Check on demands.*—All departments of Government should exercise special care in the custody and issue of stationery articles. The head of an office should adopt the particular method best suited to the circumstances of his office, to ensure that the head of each section of his office really scrutinises a demand before it is included in a requisition. The receipts and issues of stationery should be correctly brought to account. Articles issued for an officer's use should ordinarily be through the office clerk dealing with stationery matters and he should be held responsible for the supply.